

# PROJECT NOTIFICATION LETTER



## SUMMARY

### PROCESS CHANGE

- After completing all next steps, Philips Domestic Appliances will start sending e-PO's and stop other ordering channels. We also would like to encourage your organization to submit order confirmations for all e-PO's available in your Ariba Network account.

### SCOPE

- E-Purchase Orders (all suppliers)
- E-Order confirmations (all suppliers)
- E-Catalog (specific suppliers)

### NEXT STEPS

- Provide accurate contact information
- Accept our TRR Invitation
- Get ready to Start receiving Purchase Orders and send order confirmations Electronically

Dear Valued Supplier,

Philips Domestic Appliances is pleased to announce a new initiative for improving and streamlining our procurement process by moving our operations to a digital solution equally beneficial to Philips Domestic Appliances and you.

To fulfill our vision of moving away from paper-based and manually transmitted transaction documents, we have partnered with SAP Ariba, an SAP company, to transact business electronically through the Ariba Network.

Starting on October 3rd 2022, our suppliers will receive purchase orders electronically through the SAP Ariba Business Network.

Transacting electronically on Ariba Network will gradually be a standard part of doing business with us, and we're excited to bring you along on this e-commerce journey. We look forward to our enhanced relationship during this transition and beyond.

On the second part of this letter you will find all the necessary information regarding the benefits and next steps we would like you to perform.

Thank you in advance for your support.

Kind regards,

Satish Kapa  
Business Process Expert – Procurement Governance  
Philips Domestic Appliances

## Project Information and Benefits

### Scope and business units

The following scope and business units will be the first to adopt SAP Ariba, any business unit or process scope not mentioned below will continue operating as usual.

#### Scope

- E-Purchase orders
- E-Order confirmations
- E-Catalog (if applicable)

### Benefits of E-Commerce and Ariba Network

Being on Ariba Network and doing business with us electronically offers you multiple benefits, including:

#### Benefits PO:

- Immediate delivery of purchase orders
- Access your documents quickly

### Ariba Network pricing model

New suppliers transact on Ariba Network for free. Based on the total volume of transactions and spend received in your account, a pricing model could be associated with the use of your account. Details available on [this video](#), and the QR code section.

[Pricing Model](#)



[Customer Relationship](#)



[Configure](#)



## Next Actions and Steps

### Process Change

After completing the below listed next steps, Philips Domestic Appliances will start submitting e-PO's and stop other ordering channels. We also would like to encourage your organization to submit order confirmations for all e-PO's available in your Ariba Network account.

#### 1. Provide Accurate Contacts

We kindly ask you to confirm your organizational contact information back to our enablement team by sending an e-mail to [philipsDAsuppliercommunication@philips.com](mailto:philipsDAsuppliercommunication@philips.com)

Specifically, we kindly ask you to provide: Name, position, email address and telephone number of the person responsible for the configuration of your SAP Ariba account.

#### 2. Accept our TRR Invitation to connect Your Company with Philips Domestic Appliances Over Ariba Network

Philips Domestic Appliances will send a Trading Relationship Request (TRR) via email, this invitation allows you to connect your company with us, using an existing Ariba Network account, or by opening a new account, instruction video [here](#), or in the QR code section.

#### 3. Configure your SAP Ariba Network Account

From your supplier Ariba Network account, please complete all the assigned as shown on [this video](#), or by scanning the QR code.